



NEW ERA INSTITUTE

CRICOS No.: 03509B • National Provider no.: 41543

Assessment submission & Extension Policy

2020 V 2.0





ASSESSMENT SUBMISSION & EXTENSION POLICY

It is the responsibility of students to submit their assessments on due dates or apply to request for an assessment extension.

This policy has been put on hold (with more flexibility given the students in regards to assessment extension and due dates including waiving late submission fee) because of the Pandemic (COVID-19)

All students are required to submit a copy of their assessments in hard copy format typed electronically by the due date. The due date is specified on the academic timetable by 9.30 am for day classes and 5.30 pm for evening classes.

Before submitting physical assessment work to reception on the due date, students are required to write on all assessments their full name, student ID, Unit/assessment activity and class. Students must prepare their assessments before approaching the reception desk.

If a student is unable to hand in an assessment, then it may be delivered to reception by a third party and this will be accepted if a valid reason has been explained by email e.g. sickness – a medical certificate is required.

If a student's submission is late and they have not completed an "Assessment Extension Request Form". Student will receive an email to submit assessment on a specific date and an additional charge may apply as per NEI fees and charges which can be found on the student notice board and the official website of the institute.

Failure to do this will result in a grade of "Not Yet Competent". The student will then have one opportunity under the "Resubmission Policy" to obtain competency in that assessment. Re-assessment fee applies.

ASSESSMENT EXTENSION

Students are notified of assessment details well in advance of due dates. The due dates are published on their academic timetables sent to students on or before the course start date and hard copies are provided to students during their orientation.

Consequently, extensions will only be granted in exceptional circumstances which are judged to be unforeseen and beyond the student's control. An application for an 'Assessment Extension' MUST be submitted before the assessment is due (if possible), unless unforeseen circumstances prevent the student from applying within this period.

All assessment extension requests must be supported with enough evidence.



Students should note that submitting a request for an extension does not automatically be granted. New Era Institute reserves the right to refuse an extension if the criteria for an extension is not met.

The Assessment Extension Request Form is available in the portal on the website and at the reception or can be requested by emailing the student support officer.

The student support officer will only grant an extension on medical, compassionate or other serious grounds. If a student is unwell on the day that an assessment is due, you are required to contact reception and provide an Assessment Extension Request Form before 9.15am.

Students will be required to provide a medical certificate as soon as possible.

Extensions of up to two weeks may be granted. Charges apply.

Should a student not meet these requirements they will be required to attend a meeting with their trainer and assessor.

- Failure to submit an assessment on time - penalty fee of \$50

Assessment Submission procedure

Days/timings to submit:

Days: Monday to Friday (depends on when is your due date)

Assessments must be resubmitted if there are more than **2** questions to be revised. Two or less can be verbally accessed in the classroom with your teacher.

Trainers are available to help students with their questions during classes and if they feel that they need extra help, they may contact them asking for LLN support.

Important information: (Currently waived starting from March 2020 until further notice)

- Submission on time - no charges
- First Resubmission - penalty fee of \$50
- Second Resubmission - penalty fee of \$100
- Third Resubmission - penalty fee of \$100
- If an assessment is not satisfied after the third resubmission, student is to be placed on intervention.
- If a student doesn't progress during the intervention strategy, s/he will receive an intention to report for unsatisfactory course progress.